



**-Vacancy Announcement -**

**The Housing and Community Development Authority is accepting resumes for a Community Programs Manager**

To be considered for this position, applicants must:

E-mail a resume, cover letter, and a one to three page professional writing sample to Donna Wright at [dowright@ihcda.in.gov](mailto:dowright@ihcda.in.gov) with the title of the position in the e-mail subject line.

Additionally, candidates will also need to apply to job ID 598740 via the state's job bank at [www.IN.gov/spd](http://www.IN.gov/spd) . To apply, click on:

- Employment Opportunities
- Apply Now
- Register now

The position offers a competitive salary, commensurate with relevant education and work experience. This position is housed in IHEDA's Indianapolis headquarters and will require some travel.

Please see next page for job description.



**ADDRESS** 30 South Meridian Street, Suite 1000, Indianapolis, IN 46204  
**PHONE** 317 232 7777 **TOLL FREE** 800 872 0371 **WEB** [www.ihcda.IN.gov](http://www.ihcda.IN.gov)

EQUAL OPPORTUNITY EMPLOYER AND HOUSING AGENCY

State of Indiana  
Lieutenant Governor  
Sue Ellspermann



Our Mission: IHCDAs help build strong communities by providing financial resources and assistance to qualified partners throughout the State of Indiana in their development efforts. A primary focus of IHCDAs is providing a continuum of housing from homelessness to homeownership, with a focus on low to moderate income Hoosiers.

### **IHCDA Job Expectations**

<b>Title</b>	Community Programs Manager – EAP/CSBG	<b>Exempt</b>
<b>Reports to</b>	Chief Community Programs Officer	<b>Date last revised:</b> 8/21/15
<b>Supervises</b>	Community Programs Monitor – EAP/CSBG Community Programs Analyst – EAP/CSBG Community Program Specialist	
<b>Summary</b>	The Community Programs Manager – EAP/CSBG contributes to fulfilling the IHCDAs mission and meeting strategic and annual IHCDAs operational and program goals by overseeing overall management for the following programs: Community Services Block Grant and Low Income Home Energy Assistance Program funded by the Department of Health and Human Services and Low Income Home Energy Assistance Program funded by the State of Indiana. Contributes to the success of the division through work with: Weatherization, Assets for Independence, and Neighborhood Assistance Program.	
<b>Evaluation of performance</b>	Performance will be evaluated based on achieving key outcomes described in this job description, including specific goals, deadlines, and other quality indicators; working effectively in a team environment; interacting positively with partners; demonstrating customer service; and working efficiently and effectively within required specifications, policies, and standards established by IHCDAs and its associated governing entities. Evaluation will also focus on successful management of full-time, part-time, and contracted staff.	

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<p><b>Key outcomes expected</b></p>	<p><u>Leadership Outcomes:</u></p> <ol style="list-style-type: none"> <li>1. Maintain a climate that attracts, retains and motivates top quality personnel.</li> <li>2. Train, enable and empower staff by:             <ol style="list-style-type: none"> <li>a) transmitting IHCDCA’s mission, vision, strategic priorities values, and direction;</li> <li>b) respecting and using the skills, expertise, experience and insights of staff;</li> <li>c) providing direction and resources, removing barriers and helping develop staff’s skills;</li> <li>d) articulating expectations and clarifying roles and relationships;</li> <li>e) encouraging staff to question organizational assumptions and ask strategic questions;</li> <li>f) ensuring quality decision-making;</li> <li>g) anticipating conflicts and facilitating resolution;</li> <li>h) engaging staff in process as well as tasks;</li> <li>i) delegating (encouraging staff use their power, practice their authority, and accept their responsibility);</li> <li>j) conducting regular team meetings;</li> <li>k) modeling behavior;</li> <li>l) setting aggressive yet achievable goals and providing tools and environment for staff to achieve those goals; and</li> <li>m) coaching staff to success.</li> </ol> </li> <li>3. Integrate various aspects of programs that may have existed in silos into a team with a cohesive vision and strategy.</li> <li>4. Attend and participate in supervisor level meetings within IHCDCA.</li> <li>5. Attend, support and encourage participation in Lean Management within your division and throughout IHCDCA.</li> </ol> <p><u>Planning, Budgeting and Strategy Outcomes:</u></p> <ol style="list-style-type: none"> <li>1. Annually, develop, implement and evaluate the strategies for the programs under Manager’s oversight, taking into account all program area objectives and IHCDCA’s overall objectives.</li> <li>2. Recommend short- and long-term objectives and action items to Chief Community Programs Officer. Set measurable targets and report on success.</li> <li>3. Meet regularly with the Chief Community Programs Officer to ensure clear and effective policies procedures are developed, implemented, and monitored, as well as successful delivery of programs.</li> <li>4. Responsible for overseeing the development and monitoring of division budgets and work cooperatively with other divisions impacted by these budgets.</li> <li>5. Track national and state trends and legislation concerning division funding or policy impact and work with the Officer to implement program and policy changes as necessary.</li> <li>6. Represent IHCDCA and the Community Programs’ department on external committees, at grantee events and at national organizations.</li> <li>7. Serve as IHCDCA’s Federal and State representative with the various funders.</li> </ol> <p><u>Program Management Outcomes:</u></p> <ol style="list-style-type: none"> <li>1. Oversee management and successful delivery of program benefits utilizing the following funding:             <ol style="list-style-type: none"> <li>a. Community Services Block Grant - Health and Human Services;</li> <li>b. Low Income Home Energy Assistance Program - Health and Human Services;</li> <li>c. Low Income Home Energy Assistance Program -State of Indiana; and</li> <li>d. Various local funding sources.</li> </ol> </li> <li>2. Manage administration of grants, contracts and MOUs with subgrantees, vendors and partners; subgrantee progress and performance; professional services vendors; RFP’s; claims, transmittals and payment processes; development and maintenance of external policy and procedure manuals, standard operating procedures and website content; monitoring plans and</li> </ol>
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	<p>contract compliance.</p> <ol style="list-style-type: none"><li>3. Coordinate legal issues with Legal or legislative staff that impacts programs.</li><li>4. Oversee professional services contracts for monitoring, training and database management.</li><li>5. Coordinate documentation requests and appeals from funders, constituents, and legislators.</li><li>6. Contribute to monitoring visits made by federal or state funders, OIG and annual IHCD audit.</li><li>7. Ensure regular IHCD communication to sub-grantees, vendors, partners, and contractors.</li><li>8. Develop, coordinate and perform sub-grantee trainings.</li><li>9. Develop and ensure timely approval and submission of state plans for CSBG and LIHEAP funding yearly including any amendments.</li><li>10. Oversee submission of required federal and state reporting requirements.</li><li>11. Coordinate with Financial Operations on claims, transmittals and allowable costs.</li><li>12. Coordinate with IT professional services vendor for the maintenance of the LIHEAP database and ensure the quality of the data managed by the system.</li></ol>
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<p><b>Critical skills, knowledge, and behaviors</b></p>	<p>Highly collaborative style, and highly functional working with a variety of individuals with diverse backgrounds, education, and economic levels.</p> <p>Strong track record as an implementer who thrives on managing a variety of high priority initiatives concurrently. Excels at juggling multiple requests under time and resource pressures, while remaining flexible to changing assignments and agency priorities.</p> <p>Self-starter, able to work independently, and entrepreneurial; enjoys creating and implementing new initiatives.</p> <p>Ability to lead a high-performing team in a collaborative and results-oriented manner. Possesses skills, abilities and desire to lead, develop and empower staff.</p> <p>Strong attention to detail and follow-through.</p> <p>Demonstrates a high level of problem-solving ability.</p> <p>Demonstrates exceptional communication and interpersonal skills, with an ability to influence and persuade across IHCDCA.</p> <p>Demonstrates exceptional writing and editing skills.</p> <p>Proactive in anticipating and alerting others to problems with projects or processes.</p> <p>Able to maintain confidentiality of agency information.</p> <p>Demonstrates customer service orientation.</p> <p>Possesses business related computer skills including Microsoft Word, PowerPoint, and Internet usage (e-mail).</p> <p>Knowledge and experience in public or government contracting, employment law, grant management, not-for-profit, community development, or corporate law and other similar areas.</p>
<p><b>Education, experience, degrees, licenses</b></p>	<p>Experience in management, supervision and federal and/or state grant funding required.</p> <p>At least 5 years work experience and 2 years managing government or nonprofit programs (or similar compatible experience) required.</p> <p>Bachelor’s degree required; Master’s degree in business or public administration preferred</p>
<p><b>Work environment and physical demands</b></p>	<p>Work is performed in an office environment.</p> <p>Must be able to work proficiently with computers and other office equipment.</p> <p>Travel throughout the State of Indiana and the U.S. required approximately 15-20% of the time.</p>

**IHCDCA is an Equal Employment Opportunity employer and will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, disability or veteran status. IHCDCA will take affirmative action to ensure that applicants are employed and employees are treated during employment, without regard to their race, color, religion, sex, national origin, disability or**

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**veteran status, including, but not limited to, employment, promotion, transfer, recruitment, layoff, termination, rates of pay, and selection for training. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or veteran status.**